

FIRE SAFETY
FIRE PROTECTION CONSULTANTS INSPECTIONS

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1. GENERAL

1.01 This section furnishes a general outline of the procedures for scheduling and conducting fire safety inspections and the administration of the inspection reports. This section replaces SW 770-310-902.

1.02 This section is being reissued because the inspection intervals have been changed to increase protection and reduce administrative costs.

1.03 The fire safety inspections are intended to serve as a periodic audit of management compliance with Southwestern Bell practices on fire safety.

1.04 The primary focus of the inspections will be towards the engineering and maintenance aspects of fire safety. Occupant related aspects will be observed during inspection; however, management must be constantly aware of their responsibilities in the administration of day-to-day fire safety practices.

2. SCHEDULING OF INSPECTIONS

2.01 The number of locations to be inspected should not fluctuate significantly from year to year. The following inspection intervals are recommended:

(a) Three-Year Inspection Interval:

- (1) Equipment buildings over 100,000 gross square feet.
- (2) Administrative buildings (including storage buildings) over 100,000 gross square feet.
- (3) EDP buildings over 100,000 gross square feet.
- (4) Regional Switching Centers.
- (5) Long distance repeater stations.

These may be considered as a group or district with a representative building being selected each year for inspection. (A given building should not reappear on the inspection list until each of the others in the group or district have been inspected.) Recommendations should apply to all buildings in the group or district.

(b) Five-Year Inspection Interval:

- (1) Equipment buildings between 12,000 and 99,999 gross square feet.

(2) Administrative buildings (including storage buildings) between 12,000 and 99,999 gross square feet.

(3) EDP buildings between 1,500 and 99,999 gross square feet.

(c) Ten-Year Inspection Interval:

(1) Equipment buildings between 1,500 and 11,999 gross square feet.

(2) Administrative buildings (including storage buildings) between 1,500 and 11,999 gross square feet.

(3) Garages and Service Operations Centers over 1,500 gross square feet.

NOTE: Basements and space used for non-equipment office activity shall be included in the gross square feet for telephone equipment buildings. Office buildings include basements in area totals. Garage and work centers do not include areas for carports or outside vehicle storage.

2.02 Buildings under 1,500 gross square feet need not be inspected at regular intervals, but should be inspected when new or when major alterations or extensions are completed.

2.03 Leased buildings will be scheduled for inspection based on the following criteria:

(a) A prelease survey should be conducted before a lease is signed to determine if costly alterations might be necessary to ensure adequate fire safety features (including exists). See Section 760-600-300, Application Guide for Leased Facilities and Section SW 760-600-900, Application Criteria for Storage, Warehouse, and Distribution Facilities.

(b) Inspections of buildings where the company leases the entire building should follow the inspection intervals in Paragraph 2.01.

(c) Inspections are recommended per Paragraph 2.01 for inspection intervals in multitenant leased buildings under the following conditions:

(1) Quarters are used for equipment and operator type functions.

(2) Occupancy is adjacent to a boiler room or a basement which includes storage rooms containing combustible material and not equipped with fixed automatic fire protection.

(3) The telephone company operates and maintains the building equipment.

(4) The building structure or major interior construction consists of combustible materials.

- (5) The building has a serious external or internal fire exposure hazard.

NOTE: Inspections should include occupied areas, exits, and other common areas which may affect the telephone company quarters or personnel.

- 2.04 New work will be scheduled for inspection as follows:

(a) New buildings and major alterations or additions to large buildings should be scheduled for inspection. An inspection during the construction of a multistory building is desirable. The listing of such buildings for inspection should be planned to coincide with the next regular inspection trip providing the next regular inspection would occur during a period of construction when an inspection would be worthwhile.

(b) New buildings and major alterations or additions to buildings or leased locations should have a final inspection before such quarters are turned over to the operations force.

2.05 In addition to the above, there may be certain facilities, which due to their critical nature, the telephone company may want inspected at more frequent intervals than indicated in the recommended schedule.

3. INSPECTION PROCEDURES

3.01 Inspections should be based on the practices relating to fire prevention and protection (Section 760-600 layer and 770-300 layer).

3.02 The inspector will schedule the date and time of inspection of the pre-selected building on a mutually agreeable date with the building operations force. The building operations force should notify involved personnel of the date of inspection. See Paragraph 3.06 for additional information.

3.03 Fire safety inspections will be conducted in the scheduled buildings. The inspections should be made with telephone company building management representatives. In buildings normally occupied by 20 or more employees, the deputy fire safety director of that building should also participate in the inspection.

3.04 Specific emphasis of the inspections will be on the engineering and maintenance of fire protection systems. As such, SYSTEMS TESTS should be conducted on installed systems including fire service pumps, fire dampers, fire detection, and firemen's return controls for elevators. These tests should be performed at the time of inspection in the following buildings:

- (a) Equipment buildings over 25,000 gross square feet.
- (b) Administrative buildings over 100,000 gross square feet.
- (c) EDP buildings over 25,000 gross square feet.

3.05 In buildings where systems are to be tested, the inspector and the building operations representative should discuss the extent and proposed scheduling of the tests. The inspector will witness the following tests to be performed by the building maintenance force:

- (a) Fire Detection--Activation of one smoke detector head per floor (maximum of four per building). Activation of two ventilation duct smoke detectors.
- (b) Fire Service Pumps--Performance of weekly run test.
- (c) Fire Dampers--Drop testing of one damper per floor (maximum of four per building).
- (d) Firemen's Return Control for Elevators--Activation of lobby switch. Performance of one car up to 100,000 gross square feet. Performance of two cars over 100,000 gross square feet.
- (e) If for operational reasons any of the tests are not performed, the inspector should note this in his report.

3.06 Maintenance and test routines and logs should be provided to the inspector for review at the time of system testing.

4. INSPECTION REPORTS

4.01 As a result of the building inspection, a report will be generated which will list recommendations for alleviating the hazards identified during the inspection. Recommendations made during prior inspections, which have not been corrected, will be carried over to the next report.

4.02 Recommendations are based on the practices relating to fire safety--prevention and protection. Recommendations may also be based on recognized national fire safety standards which have been incorporated into the sections by reference. Such recommendations will be listed under the Recommendation section of the report.

4.03 For identification purposes, recommendations will be prefixed with the year in which the recommendation was originally made. The identification will also indicate the number of the recommendation on the original report. Thus, a recommendation identified as 80-2 would indicate that this was the second fire safety recommendation made in 1980.

4.04 Inspection recommendations should be clear and concise indicating the exact nature of each deficiency and the location of the occurrence. The recommendation will also indicate the practice reference as a reason for statement.

4.05 Common recommendations for items found throughout the building will be listed under the General heading with locations of occurrence specified under the recommendation.

4.06 If the inspection is of a joint facility, both companies will receive a copy of the entire inspection report. Specific recommendations will be listed under each company's section based on who occupies the space in which the hazard occurs, not by ownership or ultimate responsibility for correction. Common recommendations for items found throughout the building will be listed under the General heading (with locations specified) and apply equally to both companies.

4.07 Deficiencies related to the administrative control of building occupants and the day-to-day administration of operational type fire prevention practices will be itemized by number under the Occupant Related Items section of the report. Occupant Related Items, because of their nature, will not generally be repeated from year to year. However, should such a condition still be present during the next scheduled inspection, it will be followed by the letter R to indicate a repeated condition.

4.08 The procedure for removing invalid recommendations from the report, i.e., misinterpretation of the section by the field inspector, is as follows:

(1) If the State Fire Safety Director considers a recommendation to be invalid due to a misinterpretation of the sections by the inspector, a letter should be sent to the inspection company requesting that the recommendation be removed and for what reason.

(2) If the inspection company agrees, then a new report will be issued with the invalid recommendation removed.

(3) If the inspection company disagrees with the contention, they will submit the request to the District Staff Manager-Real Estate and Architecture for resolution.

4.09 It is emphasized that this process is intended only to remove invalid/erroneous recommendations from the inspection reports and not be used as a withdrawal process for removing recommendations because of differences with local policies and practices.

5. HANDLING OF INSPECTION REPORTS

5.01 Procedures for distribution and follow-up of fire safety inspection reports are determined within each state.

5.02 The inspection company will forward the Fire Safety Inspection Reports to the State Fire Safety Coordinator.

5.03 The reports should be reviewed for determination if architectural, building operations or occupant action is required to clear each recommendation or item from the report. A copy of the report should be forwarded to the appropriate architectural group for completion of those recommendations requiring architectural attention. A copy of the report should be forwarded to the appropriate Building Operations Control Center (BOCC) for those recommendations requiring building operations attention. A copy of the report should be forwarded to the appropriate Fire Safety Director for action on deviations under the Occupant Related Items section of the report.

5.04 The Fire Safety Director should interface with the organization(s) responsible for deviations listed under the Occupant Related Items section of the report.

5.05 Non-conforming items which are found and are deemed to be of particular importance will be subject to re-inspection after allowing one year for the items to be corrected.